RECEIVING (TRIAGE) CHECKLIST – REGULAR SUBMITTALS

Accepted by:_____ Date_____   Project Number_____

SUBMITTAL REQUIREMENTS	Submitted		COMMENTS/NOTES
	YES	NO	
NOTICE SUBMITTAL PACKAGE*			
▪ One (1) Face Sheet	☐	☐	
▪ Six (6) Copies of Notice of Proposed Action	☐	☐	
▪ Two (2) copies of Express Terms	☐	☐	
▪ Two (2) copies Initial Statement of Reasons	☐	☐	
▪ Diskette containing electronic files of Notice of Proposed Action, Express Terms, and Initial Statement of Reasons (Note: If not included request diskette of the state agency and forward submittal package to manager if the remaining items have been submitted)	☐	☐	
RULEMAKING APPROVAL SUBMITTAL*			
▪ One (1) Face Sheet	☐	☐	
▪ State Agency Rulemaking File	☐	☐	
▪ Thirty-Five (35) copies of the final adopted building standards (3-hole punch)	☐	☐	
▪ Thirty-five (35) copies of the "Final Statement of Reasons" (3-hole punch)	☐	☐	
▪ Thirty-five (35) copies of the "Nine Point Criteria" (3-hole punch)	☐	☐	
▪ Diskette containing electronic file of the final express terms	☐	☐	
EMERGENCY SUBMITTAL*			
▪ One (1) Face Sheet	☐	☐	
▪ Thirty-five (35) copies of "Finding of Emergency" (3-hole punch)	☐	☐	
▪ Thirty-five (35) copies of "Express Terms" (3-hole punch)	☐	☐	
▪ Thirty-five (35) copies of "Nine Point Criteria" analysis (3-hole punch)	☐	☐	

*DO NOT STAPLE COPIES